

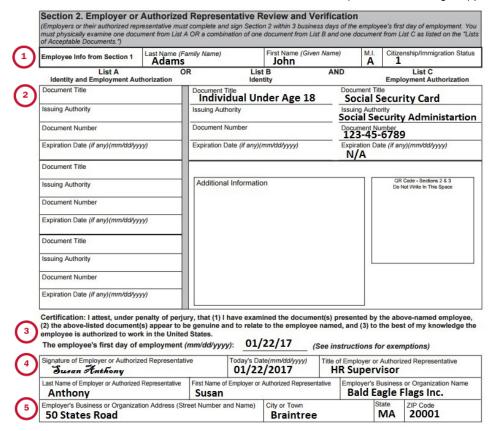
## **6.1 Minors (Individuals under Age 18)**

Figure 5: Completing Section 1 of Form I-9 for minors without List B documents

Last Name (Family Name) Adams			First Name (Given Name)  John			Other Last Names Used (if any) N/A		
Address (Street Number and	Name)		Number	City or Town			State	ZIP Code
123 2nd Street		1		Braintre	ee		MA	20002
Date of Birth (mm/dd/yyyy)	U.S. Social S	Security Number	Employe	ee's E-mail Add	Iress		Employee's	Telephone Numl
10/30/2007 123		3 - 45 - 6789		jadams@email.com		202-111-2222		1-2222
1. A citizen of the United     2. A noncitizen national o     3. A lawful permanent re     4. An alien authorized to     Some aliens may write	of the United Sta sident (Alien work until (ex	Registration Number	er/USCIS N	m/dd/yyyy):				
Aliens authorized to work m An Alien Registration Numb	er/USCIS Numi	ber OR Form I-94 A	g docume	nt numbers to c				QR Code - Section 1 Not Write In This Spa
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An Alien Registration Numb OR 2. Form I-94 Admission Numb OR 3. Foreign Passport Numbe Country of Issuance: Signature of Employee  Preparer and/or Trai I did not use a preparer or (Fields below must be con I attest, under penalty of knowledge the informati Signature of Preparer or Trai	mber:  dividual  mslator Cer translator.  mpleted and si perjury, that on is true and slator.	Der OR Form I-94 A Der:    Under A	g documer dmission I	8  a): slator(s) assisted for translators ompletion of significant for the state of	Today's Dat  the employee in assist an emplo	complet oyee in is form  Today's	ing Section 1 completing and that t	Not Write in This Spa
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- The minor's parent or legal guardian completes Section 1 and enters "Individual under age 18" in the signature block.
- The parent or legal guardian completes the Preparer and/or Translator Certification block.

Figure 6: Completing Section 2 of Form I-9 for minors without List B documents



- At the top of Section 2, enter the employee's last name, first name, and middle initial exactly as this information was entered in Section 1. Enter the number that correlates with the citizenship or immigration status box selected for the employee in Section 1.
- Enter "Individual under age 18" under List B and enter the List C document the minor presents. Enter the document title, issuing authority, document number, and the expiration date from the original List C document.
- 3 Enter the date employment began.
- The employer or authorized representative attests to physically examining the documents provided by completing the Last Name, First Name, their Employer's Business or Organization Name fields and signing and dating the signature and date fields.
- Enter the business's street address, city or town, state and ZIP Code.

Last Reviewed/Updated 07/17/2017